

**CALL FOR APPLICATIONS
FROM NONPROFIT ORGANIZATIONS
FOR THE
AUCTION OR SALE OF
BIG GAME FUND-RAISING LICENSE TAGS**

September 9, 2005

State of California
The Resources Agency

DEPARTMENT OF FISH AND GAME
Wildlife Programs Branch
1812 Ninth Street
Sacramento, California 95814



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Key Action Dates

Call for Applications Released to Interested Parties September 9, 2005

Applications Due by 2:00 p.m. October 11, 2005

Opening of Applications at 2:30 p.m. October 11, 2005

Applications Evaluated and Ranked October 12–19, 2005

Notice of Intent to Award October 20, 2005

Last Day to Appeal October 27, 2005

Proposed Contract Award Date October 28, 2005

CALL FOR APPLICATIONS
FOR THE AUCTION OR SALE OF
BIG GAME FUND-RAISING LICENSE TAGS

NOTICE TO APPLICANTS

The California Department of Fish and Game (Department) is requesting applications from qualified non-profit organizations to auction or sell big-game hunting license tags (bighorn sheep, deer, elk, and pronghorn antelope) for the 2005-06 hunting season to raise funds for programs and projects benefitting these big game species. All proceeds from the auction or sale of these tags will be forwarded to the Department to be used in programs to benefit these species. **Applications must be received no later than 2:00 p.m. on October 11, 2005**, at the Department of Fish and Game, Wildlife Programs Branch, Attn: Mr. Craig Stowers, 1812 Ninth Street, Sacramento, California 95814. **APPLICATIONS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE ACCEPTED.**

If there are any questions regarding this document or the process, please contact Mr. Craig Stowers in the Wildlife Programs Branch at (916) 445-3553 or by e-mail at cstowers@dfg.ca.gov.

This Call for Applications, evaluation of the applications, and award of any resultant contracts will be made in conformance with current procedures and applicable State policy. Applicants are responsible for reviewing policies, guidelines, and statutes to ensure compliance with all relevant requirements. Based upon satisfactory performance, the Department may elect to renew individual contracts for an additional year.

GENERAL CONDITIONS

Applications must be complete in all aspects as required by this Call for Applications. An application may be rejected if it is conditional or incomplete or if it contains any alterations of form or other irregularities of any kind. The Department may waive any immaterial deviation of an application; however, the waiver of an immaterial deviation shall in no way modify the Call for Applications document or excuse the applicant from full compliance with the agreement requirements if the applicant wins the award. The application must be signed by an officer of the nonprofit organization or chapter thereof who has authority to sign agreements binding upon the organization. An unsigned application will be rejected.

An application which contains false or misleading statements, or which provides references which do not support an attribute or condition claimed by the applicant, may be rejected. If, in the opinion of the State, such information was intended to mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this Call for Applications, it will be the basis for rejection of the application. If the information submitted by the application is insufficient to satisfy the Department as to the applicant's responsibility, the Department may review additional information or reject the application. The Department's determination of the applicant's responsibility, for the purposes of this Call for Applications, shall be final.

No officer or employee of the Department of Fish and Game (or former officer or employee for the two-year period from the date he or she left Department employment) shall enter into an agreement to auction or sell fund-raising license tags or assist an organization in preparing an application to auction or sell

fund-raising license tags unless the activity is a condition of regular State employment. This is considered a conflict of interest and may result in rejection of the application.

An applicant's official submittal must consist of:

- (1) the application, complete in all aspects with respect to the general and specific conditions and evaluation criteria;
- (2) the qualifying conditions checklist;
- (3) the applicant's Section 501(c)(3) number (federal taxpayer I.D. number); and
- (4) written proof of federal nonprofit status at the time of application (this may be in the form of a letter of status furnished by the Internal Revenue Service).

The application must be submitted in a separate sealed envelope plainly marked "Application for the Auction or Sale of Big Game Fund-Raising License Tags". The application shall either be hand-delivered or sent to the Department of Fish and Game at the address given in the *Notice to Applicants* (page 3) and must be received **no later than 2:00 p.m. on October 11, 2005**. An application received after that date and time will not be considered. Applicants are cautioned that departmental processing of United States mail may add up to 48 hours to the delivery time within the Department. The submission of an application shall be deemed evidence that the applicant has taken steps to familiarize himself or herself with the pertinent factors and features of submission.

Upon selection of qualified applicants, a Notice of Intent to Award will be posted for five (5) working days at the Department of Fish and Game's office listed in the *Notice to Applicants* (page 3). Written or faxed notification of the Department's Notice of Intent to Award will be made to all applicants. If an applicant has submitted an application which he or she believes to be responsive to the requirements of this Call for Applications and qualifies according to the evaluation criteria and believes the Department has incorrectly selected another applicant for award, he or she may submit an appeal as described below.

All appeals must be made in writing, signed by an individual authorized to sign on behalf of the applicant, and contain a statement of the reason(s) for appeal, citing the law, rule, regulation, or procedure on which the appeal is based. The organization must provide facts and evidence to support its claim. All appeals must be received by the Fish and Game Commission, 1416 Ninth Street, Sacramento, California 95814, telephone (916) 653-4899, fax (916) 653-5040, by 5:00 p.m. on October 27, 2005. The Department will provide the Commission with its assessment and recommendation on the issue. The Commission will then take steps to resolve the appeal.

SPECIFIC CONDITIONS

1. The applicant is a nonprofit organization or chapter thereof as defined by Section 501(c)(3) of the Internal Revenue Service Code. The applicant must provide written proof of federal nonprofit status and his or her Section 501(c)(3) number as part of the application package.

2. The applicant agrees that the auction or sale event will be conducted under terms and conditions that comply with all California state laws. If the sale event is held outside of California, the parties agree that California law will control in the event of any dispute.
3. The applicant will conduct the auction or sale event prior to May 15 of the year in which the tag is valid.
4. The applicant agrees that the auction or sale event will be conducted under standards of good faith and commercial reasonableness, and the applicant will use its best effort to obtain maximum return.
5. All revenue generated by the auction or sale of fund-raising tags will be transferred to the Department **within 60 calendar days of the event** or by May 15, 2006, whichever comes first. When tags are sold by auction, auctioneers shall accept only a full bid amount consistent with commercial auction practices.
6. Nonprofit organizations auctioning or selling fund-raising license tags shall clearly indicate in all advertisements and to potential tag recipients that such tags are subject to all existing conditions required by the authorization and issuance of the license tags and for the take of the species, including any required hunting license and hunter orientation programs identified in Title 14, California Code of Regulations. Tags shall be nontransferable.
7. The organization may independently offer items to be sold or auctioned immediately prior or subsequent to auction or sale of the fund-raising license tags. However, the organization will clearly distinguish between the beneficiary of the sale of such items and the beneficiary of the sale of the fund-raising license tags, which shall be the Department. All advertising shall make this distinction.
8. Organizations must bear all costs associated with the auction or sale of the fund-raising license tags.
9. The applicant understands and will disclose in all advertisements and at the time of the sale that the tags will be authorized only after final adoption of the annual mammal hunting and trapping regulations by the California Fish and Game Commission. For fund-raising tags, the full amount bid will be reimbursed to the high bidder should a hunting season not be implemented for the species and/or location advertised.

EVALUATION

Each organization may apply for up to three tags for an event. Each organization will identify a first choice tag and, if desired, second and third choice tags, in the manner specified on the application cover page. No organization will be awarded more than two tags for an event. Although no more than two tags will be awarded for a given event, organizations that wish to optimize their chances of selection are encouraged to identify first, second and third choices on the application cover page.

Each application will be logged as it is received and verified that it is properly sealed. Applications will remain sealed until the designated time for opening. Applications received after the specific date and time will be returned to the sender unopened.

Applications will be evaluated and scored based on the tag choice(s) indicated on the application cover page. A Department of Fish and Game evaluation committee will review the applications for responsiveness to the requirements of this Call for Applications. The committee will then score the applications which are responsive and comply with all the requirements of this document in accordance with the evaluation criteria outlined in this document. Upon final scoring by the evaluation committee, applicants will be ranked numerically from the highest to the lowest score for the tag(s) indicated on the application. The highest scored applicant(s) will be awarded an agreement to auction or sell the fund-raising license tag(s), as available. In the event of a numerical score tie, the Department will assign a random number to each application, conduct a draw, and award the agreement to the qualified applicant with the lowest assigned random number.

Fund-raising license tags will be issued only after final adoption of the annual mammal hunting and trapping regulations by the Fish and Game Commission (usually in late April).

The Department reserves the right to reject any or all applications at any time.

EVALUATION CRITERIA

Factors to be evaluated are outlined below. All responsive applications will be assigned a score based upon a maximum of 120 possible points (after multiplying a raw score of 100 by a 1.2 preference factor). The Department selected these criteria and point values to provide an objective means of determining which applications can be expected to generate optimal revenue for the species' programs while maximizing participation by qualified nonprofit organizations. Nonprofit organizations or chapters thereof interested in assisting with the auction or sale of fund-raising license tags must provide detailed information specifically related to these criteria.

Species	Criteria	Possible Points
Bighorn Sheep	Location of Event	10 points
	Expected Attendance and Revenue	40 points
	Previous Experience	25 points
	Marketing/Promoting the Tag	25 points
	RAW TOTAL	100 points
Deer, Tule Elk, and Pronghorn Antelope	Location of Event	5 points
	Expected Attendance and Revenue	30 points
	Previous Experience	40 points
	Marketing/Promoting the Tag	25 points
	RAW TOTAL	100 points

Final scores will be determined by multiplying raw totals (see above) by a preference factor. Preference factors are specified as follows:

For first-choice tags, the preference factor is 1.2

For second-choice tags, the preference factor is 1.1

For third-choice tags, the preference factor is 1.0